DEPARTMENT OF THE ARMY Omaha District Corps of Engineers 6014 U.S. Post Office and Courthouse Omaha, Nebraska 68102-4978

MROSD

Regulation No. 715-1-2

1 October 1985

Procurement PROCESSING OF REQUISITIONS

- 1. Purpose. This regulation prescribes uniform procedures for developing, issuing, and recording requisitions for the purchase of goods and services.
- 2. Applicability. It is applicable to all elements of the Omaha District and the Missouri River Division.

3. References.

- a. Federal Acquisition Regulation.
- b. District Memorandum 715-1-1, dated 14 Nov 83.
- 4. <u>General</u>. A requisition (DA Form 3953) and Continuation Sheet (DA 3953a), if needed, shall be prepared by that organizational activity of the Division or Branch that has been assigned the responsibility for the technical requirement. Requisitions are required for all equipment, supplies, services, ADP requirements in any amount, and construction work under \$25,000. Requisitions are not required for A-E Contracts and Construction Contracts in excess of \$25,000.
- 5. Content of the Requisition. The requisition shall contain the name of the item being requested, a scope of work, or specification and drawings (as needed), a full description of the applicable appropriation data, and a monetary estimate of the requirement. If sources are known, they, too, should be supplied. Full and open competition will be required under the Competition in Contracting Act. Sole source purchases are hard to justify and must be kept to a minimum.
- 6. Recording. Each requesting activity will maintain a log of requisition numbers by use of ENG Form 3455. Each requisition will be numbered consecutively on a fiscal year basis beginning with number 001. The number will consist of the unit's identifying symbol, the last two digits of the fiscal year, and the serial number. (Example EDA-86-444 Engineering-Drafting)
- 7. Signing and Approving. Each requisition shall be signed by the requestor in the block at the lower left hand corner entitled TYPED NAME AND GRADE OF INITIATING OFFICER. The approving official will sign in the lower right corner in the block entitled TYPED NAME AND GRADE OF COMMANDING OFFICER OR DESIGNEE. This individual must be a Branch Chief or higher in the district

DR 715-1-2 1 Oct 85

and division offices and equivalent levels at field offices. Office furniture, equipment, and tools for which the VW22 account or the PRIP VW77 account is to be used, will be approved by the Chief, OAS. In this instance, the requestor must be a Branch Chief or above.

- a. Field offices may approve office supplies, furniture, and equipment for which they have project funds to expend if the individual item does not exceed \$1,000. Budgeted PRIP funds must be used for those items which exceed \$1,000 each.
- b. Requisitions containing a PRIP item shall be routed through MROOP for approval and attachment of ENG Form 3013. OAS will forward the approved office furniture, equipment, and tools requisitions as required.
- c. All requisitions for reproduction equipment or supplies and communication equipment or supplies must be approved by the Chief, OAS.
- 8. Delivery Point. The requisition shall indicate one of the following five delivery points:
 - a. For Imprest Fund Transactions:

U.S. Army Corps of Engineers Attn: Room 5425 215 North 17th Street Omaha, Nebraska 68102-4910

b. For items to be shipped by U.S. Mail or courier service:

(1) Omaha District

U.S. Army Corps of Engineers Attn: 215 North 17th Street Omaha, Nebraska 68102-4910

(2) Missouri River Division

U.S. Army Corps of Engineers Attn: MRDAS 12565 West Center Road Omaha, Nebraska 68144-3869 c. For items shipped by truck or rail:

U.S. Army Corps of Engineers Attn: 9501 John J. Pershing Drive Omaha, Nebraska 68112

- d. Field Offices: Applicable shipping address.
- 9. Lead Times. Requisitions shall take into consideration the lead time required under the new Competition in Contracting Act. If the action requested is in excess of \$10,000, up to 21 days will be required after the Commerce Business Daily notification is issued before the request for quotation, IFB or RFP can be issued. A realistic delivery date shall be stated in number of days; ASAP will not be used.
- 10. Point of Contact. The requisition shall indicate a point of contact in the technical unit who is responsible for the request and who can answer questions about the requirement.
- 11. Preparation of Purchase Order (DD1155) (MROSD). The purchase order number and office symbol shall be the attention line in the "Ship To" block (No. 14).
- 12. Acceptance. The requesting organization will be responsible for formally accepting item resulting from the requisition and for signing the appropriate documents unless the requisition designates a different ship to point, such as a field office, and the requisition indicates the field is to accept the item. The signed documents will be forwarded to MRORM-F.
- 13. Distribution of Purchase Order. One Copy (No. 6) of each purchase order shall be distributed to the Office of Administrative Services for shipments addressed to b(1) and c in paragraph a above. The number 5, 7, and 8 copies of the above will be distributed to the requisitioning unit. The number 6 copy will be distributed to the requisitioning unit for item d and number 5, 7, and 8 copies will be sent to the appropriate field office. If the requisition originates in OAS or MRD, copies 5, 6, 7, and 8 will be directed to that respective office.
- 14. Repair of Government-owned Vehicles. Any requisition for repair of a Government-owned vehicle that has been involved in an accident shall have a Report of Survey, DA-4697, attached.

DR 715-1-2 1 Oct 85

15. Newspaper Ads. Requisition for advertising in newspapers and publications shall have attached a DD-1535 signed by the Division/District Commander.

FOR THE COMMANDER:

1 Appendix APP A

DA Form 3953(Sample)

DISTRIBUTION:

A

B F

MRD-A

ROGER B. WHITNEY LTC, Corps of Engineers Deputy Commander

THE STATE OF THE PROPERTY OF T			FOR USE of this total	MMITMEN	15.0	USAFAC.	PURCHA	PURCHASE INSTRUMENT NO.		REQUISITION NO DATE	ш.	PAGE 1 O	OF ES
		10		THRU:					FROM	ENGL OO OOO!			T
				Y	our	Requisit	ioning	Unit		Originating Un	it		
				requested	that	the supplies	and service	es enumerated b	elow or on a	tached list be:			
		a C				20	LIVERED				200	Alen India (Dale)	
			Self Explanatory						planatory		Se	lf Explanato	찱
EMERGENCY SITUATION PRECLUDES USE OF REQUISITIONING DISCLOSSES NONAVAILE NORMAL MEANS OF SUPPLY FOR THE FORE. MAA	TOTAL PURCHASES NONAVALL TOTAL PURCHASES NONAVALL NONAL MENS OF SUPPLY FOR THE FORE NONAL MENS OF SUPPLY FOR THE FORE NONAL MENS OF SUPPLY FOR THE FORE NONAL BY NAA EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM DESCRIPTION OF SUPPLY OR SERVICES OUANTITY UNIT LUMP SUM LUMP SUM LUMP SUM SERVICE LUMP SUM SERVICE I LUMP SUM SERVICE NITATION OFFICER OTIGINATION OFFICER OTIGINATION OFFICER NITATION OFFICER NITATIO	Arm Fee	supplies and services listed below cannot be sy supply sources in the immediate vicinity, a stations pertaining to local purchases for stock with the second control of the stock with the second control of the second cont	ecured thind their pi	rough rocur e, lcc	normal sup ement will n al procureme	ply channe ot violate ent is nece		NAME AND	TELEPHONE NO. OF PER ON Vm] on a forw	SON TO CALL PO	OH ADDITIONAL	
Range, electric, four 6 ea EST EST EST EST ECLUDES CONSTRUCTION OF SUPPLY OR SERVICES QUANTITY UNIT FIRE TOTAL CONTRIBUTION CHANNELS FOR SECURING ITEM DESCRIPTION OF SUPPLY OR SERVICES QUANTITY UNIT FIRE TOTAL CONTRIBUTION OF SUPPLY OR SERVICES QUANTITY UNIT FIRE TOTAL CONTRIBUTION OF SUPPLY OR SERVICES QUANTITY UNIT FIRE THATED SUPPLY OR SERVICES QUANTITY UNIT FIRE THATED SUPPLY OR SERVICES AND SERVICES AND SUPPLY OR SERVICES AND SUPPLY OR SERVICES AND SUPPLY OR SERVICES AND SUPPLY OF SUPPL	Range, electric, four burner, service Service Service Construction Self Explanatory Self Explanatory Freehouse and official Treepouse and offici		LOCAL PURCHASES AUTHORIZED AS THE	RIE (1671)	QUIS	TIONING D	SCLOSES	JONAVAIL -			rification		
EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM Range, electric, four 6 ea EST EST Service Construction Construction Self Explanatory Following Purpose Self Explanatory Following Purpose Originating Offical FERMATCH Lump Sum \$ Lump Sum \$ Lump Sum \$ Self Explanatory Following Purpose Originating Offical Treepowale Procession Pro	EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM DESCRIPTION OF SUPPLY OR SERVICES QUANTITY UNIT Lump Sum Struction Construction Self Explanatory Construction Self Explanatory Construction Tryte Date Date Construction Tryte Date Date Construction Tryte Date Date Construction Tryte D		NORMAL MEANS OF SUPPLY FOR THE FORE		AUT	OF ITEMS	AND LOCA	L PURCHASE	The supplies	and services listed on t	his request are	properly chargeabl	v
Range, electric, four 6 ea EST EXPLAING TEM ACCOUNTS CLASSICATION OF SUPELY OF SERVICES OLANTITY WINTER THAN AS INDICATED ABOVE FOR FOLLOWING CLASSICATION OF SUPELY OF SERVICES OLANTITY WINTER THAN AS INDICATED ABOVE FOR Approving Officer or his designee for the following officer of his designee state of the following of the state of the stat	Range, electric, four 6 ea EST ESTMATED Service Construction Construction Salf Explanatory Following Purpose Originating Offical Total Can Total Name AND GRADE OF TOTAL CHAPPE AND CRADE		N/A				N/A		to the follor	wing allotments, the ava	ilable balances of	of which are suffi-	
Range, electric, four 6 as EST EST CONStruction Service Lump Sum \$ Service Lump Sum \$ Self Explanatory Approved by commanding officer or his designed Self Explanatory Approved by commanding officer or his designed Self Explanatory Approved by commanding officer or his designed Self Explanatory Approved by commanding officer or his designed Self Explanatory Approved by commanding officer or his designed Self Explanatory Approved by commanding officer or his designed Self Explanatory Approved by commanding officer or his designed Self Explanatory Approved by commanding officer or his designed Self Explanatory Approved by commanding officer or his designed Self Explanatory Approved by Commanding officer or his designed Self Explanatory Approved by Commanding officer or his designed Self Explanatory Approved by Commanding officer or his des	Range, electric, four 6 as EST RST Additional Appropriation Service Lump Sum 5 Construction Construction Self Explanatory Self Explanatory Fervices Lump Sum 5 Construction Self Explanatory Self Explanatory Fervices Self Explanatory Lump Sum 5 Construction Self Explanatory Self Explanatory Fervices Self Explanatory Self Explanatory Self Explanatory Fervices Self Explanatory Self			OF REQU	JISITI	- 1	LS FOR SI	CURING ITEM	voo ou mano	er the cost thereot, and	I alids liave beel	in committeed.	
Range, electric, four 6 ea EST EST CHAIFTEAN CONSTRUCTION Service Lump Sum 5 Service Lump Sum 5 Lump Sum 5 Service Lump Sum 5 Lump Sum 5 Lump Sum 6 Lump Sum 7 Self Explanator Lump Sum 7 Self Explanator Lump Sum 8 Construction Lump Sum 6 Lump Sum 7 Self Explanator Lump Sum 8 Self Explanator N/A Approved by commanding officer or his designee Sum 6 Sum 7 Self Explanator Self Explanator N/A Approved by commanding officer or his designee Sum 7 Self Explanator N/A Approved by commanding officer or his designee Sum 7 Self Explanator N/A Approved by commanding officer or his designee Sum 7 Self Explanator N/A Approved by commanding officer or his designee Sum 7 Self Explanator N/A Approved by commanding officer or his designee Sum 7 Self Explanator N/A Approved by commanding officer or his designee Sum 7 Self Explanator	Range, electric, four 6 ea EST EST ONTE TOWN CONTROL OF FIGURATION Service Lump Sum \$ Date Processor Onto Lump Sum \$ Self Explanatory FORM 2007. Self Explanatory Construction Self Explana	ITEN	DESCRIPTION OF SUPPLY OR SERVICES	ANTITAC	뒫		ESTIMATE		ACCOONIN	G CLASSIFICATION		200	
Range, electric, four 6 ea EST BST CARTIVE OF GENTIFY ING OFFICE AND TITLE OF THE AND TITLE OF THE AND TITLE OF THE AND TITLE OFFICE AND TITLE OFFI AND TIT	Service Service Construction Construction Self Explanator Self Explanator Lump Sum Lump Sum Self Explanator Lump Sum Self Explanator Construction Self Explanator Self Explanator Construction Self Explanator Construction Self Explanator Self Explanator Self Explanator Construction Self Explanator Construction Self Explanator Self Explanator Construction Self Explanator Construction Self Explanator Self Explanator Self Explanator Self Explanator Self Explanator Construction Approved by commanding officer or his designe Construction Self Explanator Sel					Unit Price		Fotel Cost	96X4902 96252 (V	Fund, 000070		ESTIMATED	
Service Lump Sum \$ Lump Sum	Service Service Lump Sum	ä	electric,						DATE	TYPED NAME AND TITI		URE	
Service Lump Sum Lump Sum Construction Construction Lump Sum Lump Sum Lump Sum Lump Sum Lump Sum Self Explanatory FOREGOING TERMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR Intra-procession of Fig. 201 TYPE DAMMAR AND GRADE OF SIGNATURE SUPPLY OFFICER N/A N/A Approving Offical TYPE DAMMAR AND GRADE OF SIGNATURE SUPPLY OFFICER N/A Approving Offical TYPE DAMMAR AND GRADE OF SIGNATURE SUPPLY OFFICER Approving Offical N/A Approving Offical	Service Lump Sum \$ Lump Sum \$ Construction Construction Construction Lump Sum \$ Lump Sum \$ Lump Sum \$ Lump Sum \$ Construction Construction Lump Sum \$ Construction Construction Construction Approved by commanding officer or his designe Construction Approved by commanding officer or his designe Construction Construction Construction Construction Approved by commanding officer or his designe Construction Approved by commanding officer or his designe Construction Approved by commanding officer or his designe Construction Construction Approved by commanding officer or his designe Construction Construction Approved by commanding officer or his designe Construction Construction Approved by commanding officer or his designe Construction Construction Approved by commanding officer or his designe Construction Construction Approved by commanding officer or his designe Construction Construction Approved by commanding officer or his designe Construction Construction Construction Construction Approved by commanding officer or his designe Construction Constru		•		ea	EST		EST					
Construction Co	Construction Construction Construction Construction Lump Sum \$ Lump Sum Schebule Commanding officer of the commanding officer of the command of the comma	2.	Service							1	ropriation		
Construction Construction Lump Sum \$ Lump Sum Supproved by commanding officer Sum And Dance of Sum And	Construction Construction Lump Sum \$ Lu	· · · · · · · · · · · · · · · · · · ·			<u></u>				DISCOUNT	, , , , , , , , , , , , , , , , , , ,		atory	
Construction Construction Lump Sum \$ Self Explanatory Following Purence Following Officer Self Explanatory Following Officer Self Approved by commanding officer Following Officer Following Officer Self Approving Officer Following Officer Approving Officer N/A N/A Approving Officer	Construction Construction Lump Sum \$ Lump Sum Superverser Lump Sum \$ Lump Sum Superverser Lump Sum							٢.					
FOLLOWING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR SCHEDULE Self Explanatory Self Explanatory FOLLOWING PURPOSE Self Explanatory Self Explanatory Self Explanatory FOLLOWING PURPOSE Originating Offical TYPED NAME AND GRADE OF SIGNATURE TYPED NAME AND GRADE OF SIGNATURE SUPPLY OFFICER N/A N/A Approving Offical	FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR SCHEDULE Self Explanatory Self Explanatory TYPED NAME AND GRADE OF INITIATING OFFICER OR SUPPLY OFFICER SUPPLY OFFICER N/A PREVIOUS EDITIONS OF THIS FORM WILL BE USED UNTIL EXHAUSTED.	, ,	Construction						PURCHASE ORDER NUMBER	/N	¥.		
Self Explanatory Following Purpose Self Explanatory Following Purpose Self Explanatory Following Purpose Originating Offical TELEPHONE NO. TYPED NAME AND GRADE OF SUPPLY OFFICER N/A N/A N/A N/A N/A N/A	Self Explanatory FORECOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR Self Explanatory TYPED NAME AND GRADE OF INITIATING OFFICER Originating Offical TYPED NAME AND GRADE OF SUPPLY OFFICER N/A N/A PREVIOUS EDITIONS OF THIS FORM WILL BE USED						<i>چ</i>		DELIVERY	. es		ory	
Sell Explanatory TYPED NAME AND GRADE OF INTIATING OFFICER OR Originating Offical TELEPHONE NO. TYPED NAME AND GRADE OF SUPPLY OFFICER N/A N/A Approving Offical	PORTE TYPED NAME AND GRADE OF INTIATION OF FICER OR ORIGINATIONS OF FICER OR ORIGINATIONS OF FICER OR ORIGINATIONS OF THIS FORM WILL BE USED UNTIL EXHAUSTED.	THE	FOREGOING ITEMS ARE REQUIRED NOT LATE OLLOWING PURPOSE	FER THAN	AS IN		BOVE FOR		Appro	ved by commanding offi	cer or his design	nee	
TYPED NAME AND GRADE OF SIGNATURE SUPPLY OFFICER N/A Approving	TYPED NAME AND GRADE OF SIGNATURE SUPPLY OFFICER NAME AND GRADE OF NAME AND GRADE OF SIGNATURE NAME AND GRADE OF THIS FORM WILL BE USED UNTIL EXHAU	DA	Dell Explanative of the properties of the proper	SIGNA	TURE			DATE	TYPED N COMMA DESIGN	JAME AND GRADE OF NDING OFFICER OR	SIGNATURE		
N/A Approving	N/A N/A Approving Approving PREVIOUS EDITIONS OF THIS FORM WILL BE USED UNTIL EXHAU	DA		SIGNA	TURE			T					
	2052		N/A		N/A				Appr	oving Offical			

	PURCHASE REQUEST AND COMMITMENT (Continuation Sheet)	ENT (Col	ntinu	ation Sheet)	REQUISITION NUMBER		DATE	-
			3		ESTIMATED	-		2 races
ITEM	DESCRIPTION OF SUPPLIES OR SERVICES	QUAN-	LINO	UNIT PRICE	TOTAL COST	DISCOUNT	DELIVERY SCHEDULE	PURCHASE ORDER NUMBER
4	Desk, single, pedestal	1	e	EST	EST	N/A	N/A	N/A
	name of source of known							
- 21. 12.11								
				v. V.				
REMARKS	y,							
	FORM 2052s	REPLACE	ES DA	FORM 3953a. 1 JUN 73,	REPLACES DA FORM 39538. 1 JUN 73, WHICH IS OBSOLETE.	#U.S. GOVER	NMENT PRINTING C	&U.S. GOVERNMENT PRINTING OFFICE: 1982-365-167